

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Codes Records and Research Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Conducts extensive research and analyses. Assists in the development of policies and procedures. Serves as the system administrator for the database and coordinates data processing and computer needs. Prepares, presents and attends continuing education programs. Issues summonses and gathers evidence for court actions. Reviews and approves construction plans and specifications for alterations, renovations and installations. Performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Conducts extensive research and analyses by benchmarking studies and statistical analyses and proposing revenue enhancement items and refinements for records management.
2	S	Assists in the development of policies and procedures by retaining, tracking and disposing of inventory of equipment and research materials.
3	S	Serves as the system administrator for the databases and coordinates data processing and computer needs by providing training on software, generating productivity reports and interfacing with the database.
4	S	Prepares, presents and attends continuing education programs by maintaining applicable knowledge of building codes, products and related innovations.
5	S	Issues summonses and gathers evidence for court actions by preparing information and testifying in court, conducting meetings with clients and achieving codes compliance.
6	S	Reviews and approves construction plans and specifications for alterations, renovations and installations by ensuring that plans comply with applicable statutes, noting deficiencies and indicating acceptable alternatives.
7	S	Performs related duties by explaining office processes, activities and procedures, assisting with the preparation of plans, providing guidance on code provisions and assists with damage assessment activities.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent in public or business administration.
Experience	One year in building construction.
Certifications and Other Requirements	Valid Driver's License, Norfolk Special Police Officer, Trade Specific General Inspector
Reading	Work requires the ability to read reports, construction details and plan reviews.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and statistics.
Writing	Work requires the ability to write course materials, policies and procedures, reports, and related materials.
Managerial	Managerial responsibilities include developing policies and procedures, and planning educational programs.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Interacting with personnel and the general public, field work
Sitting	F	Computer, desk work, meetings, driving
Walking	O	Field work, to/from office equipment, to/from other departments, to/from meetings
Lifting	O	Plans, office equipment, paperwork
Carrying	O	Plans, office equipment, paperwork
Pushing/Pulling	O	Desk drawers, doors
Reaching	O	For items on higher shelves
Handling	F	Plans, office equipment, paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, reading, driving
Hearing	C	Staff, supervisor, contractors, general public, telephone, meetings
Talking	F	Staff, supervisor, contractors, general public, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, telephone, office supplies, calculator, Standard Microsoft Windows and Office software, vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other (see 2 below)	

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	

(3)